

SECRET

STANDARD FORM NO. 64

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive Officer, OTR

DATE: 30 November 1955

FROM : Chief, Instructional Services Branch/OTR

SUBJECT: Weekly Activity Report #48
23 - 29 November 1955

I. SIGNIFICANT ITEMS

None

II. OTHER ACTIVITIES

1. OTR Fifth Anniversary Report. The type composition and necessary photographs are in progress. Blow-ups of important charts of this publication will be made for the OTR Annual Meeting.

2. Studies in Intelligence. Work on the No. 2 issue is continuing.

3. Bibliographies and Research.

a. Biographical information on [redacted] 25X1
was requested by [redacted] an instructor at [redacted] Work on this project is continuing. 25X1

b. Research on [redacted] 25X1
[redacted] has been requested by [redacted] 25X1
A tape run has been ordered from the Main Library. If the tape run is of no value, [redacted] FE will be exploited for additional information. 25X1

4. Publication and Reproduction

a. Revisions, November 1955, All Catalogs: Proofs for all catalogs will be forwarded to E&R no later than Thursday, 1 December. After the plates have been proofread, reproduction will begin, requiring approximately two to three weeks for completion.

b. Instructors' Guide to Current References: the 28 November issue has been received from PSD/LO Tuesday, 29 November and has been distributed.

c. American Thesis: 100 additional copies have been requested by [redacted] 25X1
[redacted] Classification is being changed from [redacted]
[redacted]

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5. Attendance at the language film program:

French 29 November ☐

25X1

6. Training aids completed during the week:

- a. Language and Area Training (Internal)--50 signs.
- b. CPW course--two name cards.
- c. OSI--three chalkboards.

7. Personnel:

a. ☐ C/LIB/ISB, is on paternity leave this week to welcome his third daughter. She arrived on 28 November.

b. ☐ transferred from OTR to FE, effective 30 November. ☐ the former ☐ returned from their honeymoon in ☐ on 29 November.

c. ☐ C/ISB, is on sick leave and is under a doctor's orders to remain in bed for the remainder of the week.

d. ☐ Library Section, will spend Thursday and Friday, 1 and 2 December, at the ☐ Library, assisting ☐



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